



U.S. Department of Labor



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~~U.S. LABOR DEPT.~~

and

Historically Black  
Colleges & Universities



Office of Small Business  
and Minority Affairs



## Foreword

The Department of Labor is fully committed to working with Historically Black Colleges and Universities to increase the potential of these institutions and their students to participate in the mainstream of the national and global economy.

The Department's initiatives are described in the Memorandum of Understanding (MOU) recently established with Historically Black Colleges and Universities (HBCUs) and the National Association for Equal Opportunity in Higher Education (NAFEO) and reflect the intent of Executive Order 12876. Through the MOU the Department has established a working relationship with HBCUs and NAFEO and together we are finding ways to better utilize the services of these institutions in all the department's sponsored programs and activities, including research, training, recruitment and HBCU faculty/DOL staff exchanges.

This brochure is to facilitate communication of the Department's mission and its relevance to HBCUs. It briefly describes the Department's programs and potential opportunities for interaction with these institutions. Information regarding the specific programs may be directed to the appropriate HBCU contacts identified at the end of this brochure.



Jane M. Robinson  
Director, Office of Small Business  
and Minority Affairs  
Department of Labor HBCU Liaison



## The Department's Mission

The Department of Labor is the major Federal agency charged with protecting the work related interests of wage earners, current, potential and past. The Department's programs must constantly meet the growing demands of global changes in the labor market. This changing economic environment requires the development of a technically skilled workforce and enforcement of labor laws that protect workers' rights, safety, and health. The following objectives are designed to improve and expand the Department's capacity to serve its customers:

- Create a better prepared workforce for good jobs through programs for youths including School-to-Work, Job Corps and Youth Fair Chance;
- Initiate action to ease transition for American workers from job-to-job through programs such as dislocated workers assistance, one-stop career centers, worker profiling and reemployment services, and adult training; and
- Support better job opportunities and work environments through administration of laws and regulations affecting the workplace, employment and reemployment rights, high performance incentives, and secured pension benefits.

In implementing its objectives, the Department is involved in various forms of research, program evaluation and analysis, training (e.g., through Job Corps Centers and state programs), recruitment, inspections, research and demonstration projects, data collection and analysis, and technical assistance.

Historically Black Colleges and Universities are key resources for helping the Department carry out its mission, particularly in developing and expanding educational and occupational training.

### Implementation of Mission

The Department's mission is implemented through the various program offices briefly described below:

**Bureau of International Labor Affairs (ILAB)** helps to develop international economic and trade policies affecting American workers, assists the Department of State in administering the U.S. Labor

Attaché Program, conducts technical assistance projects in foreign countries, and represents the U.S. Government in the International Labor Organization. ILAB also conducts research on trade-related employment issues.



**Bureau of Labor Statistics (BLS)** is the principal Federal data-gathering Agency in the broad field of labor economics. The BLS collects, analyzes and publishes information about employment, unemployment, occupational outlook, wages and salaries, working hours, industrial relations, prices, productivity, economic growth and job safety and health.

**Employment Standards Administration (ESA)** enforces labor standards laws that protect workers. Through its Office of Federal Contract Compliance Programs, ESA enforces two statutes (Rehabilitation Act, Section 503 and Vietnam Veterans Readjustment Assistance Act of 1974) and Executive Order 11246 providing anti-discrimination and affirmative action requirements to be used by Federal contractors in hiring and promoting workers. ESA's Office of Workers' Compensation Programs administers workers' compensation programs for Federal employees, for longshoremen and for harbor workers, and for coal miners who have black lung. Its Wage and Hour Division enforces many laws and regulations including those on minimum wage, overtime pay, child labor, prevailing wages, family and medical leave, and other work-related standards.



**Employment and Training Administration (ETA)** funds and oversees a variety of programs related to job training, employment services and unemployment insurance and research. ETA administers training programs, under the Job Training Partnership Act, designed to prepare economically disadvantaged and dislocated workers for productive employment. Training programs are carried out via national programs for special targeted groups, the Job Corps (a residential training program for disadvantaged youth), and block grants to the States and Territories. ETA's Bureau of Apprenticeship and Training formulates and promotes apprenticeship standards and the Office of Worker Retraining and Adjustment Programs performs dislocated worker program functions. ETA's United States Employment Service oversees a network of States employment offices that help place people in jobs, and its Unemployment Insurance Service provides leadership and policy guidance for the development, improvement, and operation of the Federal-State unemployment insurance system.

**Safety and Health Administration (MSHA)  
and health standards**

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ment can make their employees more valuable and their companies more profitable. In partnership with business, labor and government, OAW encourages companies and public agencies to adopt high-performance work practices and cooperative labor-management relations. OAW's Office of Labor Management Standards enforces standards that safeguard the financial integrity and internal democracy of American labor unions. OAW also administers special employee protection programs for mass transit employees affected by Federal grants.

**Occupational Safety and Health Administration (OSHA)** administers and enforces the Occupational Safety and Health Act. It encourages employers and employees to reduce workplace hazards and to implement new or improve existing safety and health programs. OSHA conducts research to develop innovative ways of dealing with occupational safety and health problems; develops, issues and enforces workplace safety and health standards; and provides for the development, analysis, evaluation and approval of state occupational safety and health programs. In addition, OSHA promotes training, consultation, joint employer-employee-government cooperation, and voluntary initiatives to help assure safer, more healthful workplaces.



**Pension Welfare and Benefits Administration (PWBA)** administers and enforces standards designed to protect the economic future and retirement security of American working people, as required by the Employment Retire-

ment Income Security Act of 1974 (ERISA). Its major activities include formulating current and future policy, conducting research, issuing regulations and technical guidance concerning ERISA requirements, enforcing ERISA requirements; and assisting and educating the public and the employee benefits community about the requirements of the Act.

**Veterans Employment and Training Services (VETS)** formulates and implements departmental policies, procedures, and regulations affecting veterans, and administers veterans' employment and training programs and activities to ensure that legislative and regulatory mandates are accomplished. VETS works closely with State employment agencies to ensure that employment and training services such as counseling, job referrals and job opportunities are provided with preferences for veterans as required by law. It also promotes and administers employment and training programs under the JTPA and the Veterans Job Training Act, and administers the program to protect reemployment rights of veterans, reservists, and National Guard members.



**Women's Bureau (WB)** promotes the welfare of women workers. In cooperation with public and private agencies, it explores ways to expand women's training and employment opportunities in higher-paying jobs, promotes establishment of employer-sponsored child care services for working mothers, develops models of innovative programs, and conducts research on employment-related needs of women. Advocacy, outreach, communications, research and analysis, and demonstration or pilot programs are all approaches the Women's Bureau uses to support its objectives.

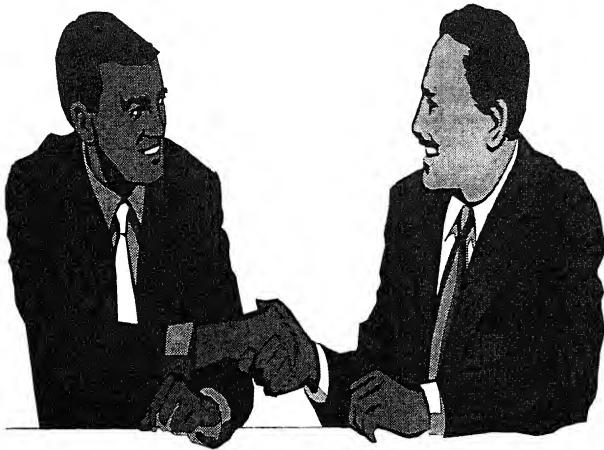
**Office of the Assistant Secretary for Administration and Management (OASAM)** exercises leadership in the administration and management of the Department's programs and serves as the principal advisor to the Secretary of Labor on all administrative and management matters. On behalf of the Secretary, OASAM directs the development, implementation, review and evaluation of Department-wide administrative and management systems, policies and programs.

**Office of Small Business and Minority Affairs** administers and promotes implementation of the Department's small, disadvantaged and women-owned businesses and HBCU, Hispanic and other minority colleges and universities to increase their opportunities to participate in the Department's programs. This includes providing Departmental policies, implementation guidance, and monitoring performance for achievement of goals and objectives. OSBMA also provides management oversight of the Department's advisory committees.

## **Historically Black Colleges and Universities Program**

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Based on Presidential mandates and administered by the Office of Small Business and Minority Affairs, the HBCU program is intended to strengthen HBCUs' participation in the Department's programs at the national and state levels; thereby, enhancing their abilities to address employment development needs within the community. On November 1, 1993, President Clinton issued Executive Order 12876 directing Federal agencies to reinforce their commitment to HBCUs by providing technical, planning, and development assistance to ensure their long-term viability. The White House Initiative on Historically Black Colleges and Universities, housed in the Department of Education, administers the Order throughout the Federal Government. A Presidential Advisory Committee advises the President on the program's results and effectiveness.



## **Department of Labor Partnership with HBCUs**

On September 19, 1994, through its Memorandum of Understanding, the Department entered into a partnership agreement with Historically Black Colleges and Universities and the National Association for Equal Opportunity in Higher Education to foster mutually supporting relationships. The agreement includes the following objectives:

The **Department of Labor** will develop, expand, and/or promote activities to increase HBCU participation in its programs including increased opportunities for economic and human resource development, technical and scientific advancement through research, program evaluation, technical assistance, contract and grant activities, and increased opportunities for HBCU students in Department-related careers.

**HBCUs** are encouraged to utilize the Department's workforce information to develop curricula to prepare students for meaningful careers in the Nation's workforce; support student/faculty participation in the Department's programs; conduct special project initiatives such as forums, workshops, and related

activities, and participate in community planning and development activities sponsored by the Department.

## **Contract/Grant Opportunities**

The Department will increase opportunities for HBCUs to participate in research related to employment/workplace problems and in other areas such as research analysis and studies, demonstration projects, program analysis and evaluations, statistical services, technical assistance, and training. The Department provides financial assistance to State and local governments, and to certain public and private organizations (generally non-profit) through grants to implement its programs in accordance with statutory mandates. State officials are encouraged to interact with HBCUs to involve their participation in such efforts .

## **Recruitment**

The Department is increasing its initiatives to identify and attract qualified students and graduates for potential and current employment opportunities. The specific disciplines include business administration, computer science, economics, engineering, industrial hygiene, law, mathematics, biological, physical and chemical sciences, and social sciences. The recruiting initiative involves on-campus visits to participate in career fairs and provide students information regarding career opportunities within the Department. In addition to permanent employees, the Department seeks participants for a variety of summer programs including interns and cooperative education. The Department also seeks students interested in on-the-job training opportunities.

## **DEPARTMENT OF LABOR CONTACTS**

<b><u>Agency</u></b>	<b><u>Name</u></b>	<b><u>Title/Office</u></b>	<b><u>Telephone</u></b>
ASP	Robert Rodriguez	Associate Assistant Secretary for Policy	(202) 219-9197
BLS	Dorothy Wigglesworth	Equal Employment Opportunity Office, Office of Administration	(202) 606-6604
ESA	Donna Copson	Director, Office of Management Administration, & Planning	(202) 219-6535
ETA	James Wiggins	Supervisory Manpower Development Specialist	(202) 219-7533
MSHA	Adam Hare	Contracting Officer, Division OF Management Services	(703) 235-8454
OASAM	Rodney Lattisaw	Supervisory Employee Development Specialist, Office of Personnel Management Services	(202) 219-8310
OAW	Joan Rind	Director, Administrative Management & Technology Team	(202) 219-8595
OSHA	Delbert Flowers	Director, Academic and Professional Affairs	(202) 219-8021
PWBA	Richard Hinz	Director, Office of Research and Economic Analysis	(202) 219-4373
VETS	Charles F. Lee	Executive Assistant to the Assistant Secretary	(202) 219-9110
WB	Wynette Wilson	Acting Chief, Office of Administrative Management	(202) 219-6606
OSBMA	Katherine Lee	HBCU Coordinator	(202) 219-9151